



**Government of the District of Columbia**

**Office on Aging**

## **REQUEST FOR APPLICATIONS**



### **Fiscal Year 2004 Competitive Grant Program Lead Agency Grants**

**The D.C. Office on Aging Invites the Submission of Applications for Funding under the Older Americans Act of 1965, as amended (P. L. 89-73) and DC Law 1-24, as amended.**

**RFA Release Date: July 30, 2003**

**Application Submission Deadline: September 5, 2003, 5:00 p.m., EDT**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

# TABLE OF CONTENTS

	<u>Page</u>
Letter from the Director	1
Applicant Profile	3
<b>SECTION I      GENERAL INFORMATION</b>	<b>4</b>
Mission	4
Introduction	4
Target Population	6
Eligible Organizations/Entities	6
Pre-Award Site Visit	6
Source of Grant Funding	6
Award Period	6
Grant Awards and Amounts	7
Performance Measures	7
Multiple Submissions	8
Contact Persons	8
<b>SECTION II      PROPOSAL FORMAT</b>	<b>9</b>
Applicant Profile	9
Table of Contents	9
Proposal Abstract	9
Program Narrative	9
Program Budget	9
Performance Outcome Measures	9
Certifications and Assurances	10
Appendices	10
<b>SECTION III      PROGRAM SCOPE</b>	<b>11</b>
Customer Service Responsibilities	11
Staffing	15
Service Chart	16
<b>SECTION IV      REVIEW AND SCORING OF APPLICATIONS</b>	<b>17</b>
Review Panel	17
Technical Scoring Criteria	17
Decision on Awards	18
<b>SECTION V      INSTRUCTIONS FOR TRANSMITTING APPLICATIONS</b>	<b>19</b>
Applications Delivered by Mail	19
Applications Delivered by Hand/Courier Service	19

	<b><u>Page</u></b>
<b>Checklist for Applications</b>	21
<b>Additional Information for Successful Applicants</b>	21
<b>SECTION VI - LIST OF ATTACHMENTS</b>	<b>22</b>
<ul style="list-style-type: none"> <li>• <b>Attachment A</b>      Certifications</li> <li>• <b>Attachment B</b>      Assurances</li> <li>• <b>Attachment C</b>      Sample Narrative Budget</li> <li>• <b>Attachment D</b>      Performance Outcome Measures</li> <li>• <b>Attachment E</b>      Applicant Receipt Form</li> </ul>	

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**OFFICE ON AGING**



E. Veronica Pace  
Executive Director

July 30, 2003

Dear Applicant:

Thank you for your interest in applying for a grant under the Office on Aging's Lead Agency Competitive Grant program. This letter highlights a few items in the application package that will be important to you in applying for a grant. You are encouraged, however, to review the entire application package carefully before preparing and submitting your application. Please note the following provisions:

1. Eligible applicants include nonprofit and for profit organizations, although for-profit organizations may not include profit in their grant application.
2. In an effort to facilitate an effective application evaluation process, all applicants must adhere to the program narrative limitation of 35 pages. Applications that exceed this number will not be reviewed and will be returned to the applicant without review. To further expedite the reading process, please follow the format for Section II, Proposal Format provided in the application package.
3. Currently funded Office on Aging Lead Agency grantees should note that prior performance for Program Years 2001-2003 will be assessed and considered in final funding determinations.
4. All applicants must supply a D.U.N.S. number issued by Dun & Bradstreet.
5. All applicants must supply a Certification from the District of Columbia Office on Tax and Revenue that your agency is compliant with District of Columbia tax requirements.
6. All applicants must supply proof of payment of unemployment taxes from the District of Columbia Department of Employment Services.
7. All applicants must supply a current Certificate of Incorporation issued by the District of Columbia Department of Consumer and Regulatory Affairs.

8. Minutes of Board of Director's meeting, signed by a member of the Board, in which the Board authorized the grantee to submit an application for funding to the Office on Aging.
9. Applicants are expected to participate in community meetings for purposes of outreach, emergency preparedness, and collaboration.

The application must be postmarked or hand delivered on or before the deadline date. Detailed mailing instructions are provided in the "Application Transmittal Instructions". Applications submitted late will not be accepted. The Office on Aging is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to the applications will be accepted after the deadline date.

For additional information regarding this application package, please contact Sherlyn Taylor, Karyn Barquin, Maxine Grey, or Paulette Helman of the Office on Aging, Program and Grants Unit, 441 4th Street, NW, Suite 900, South, Washington, D.C. 20001, telephone (202) 727-8821.

Sincerely,

E. Veronica Pace

**Applicant Profile  
D.C. Office on Aging  
Fiscal Year 2004 Lead Agency Grant Program**

**Applicant Name:** \_\_\_\_\_

**TYPE OF ORGANIZATION**

**Non-Profit** \_\_\_\_\_ **For-Profit** \_\_\_\_\_ **Government** \_\_\_\_\_ **Other** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

**Phone/Fax:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**D.U.N.S. Number:** \_\_\_\_\_

**Tax Identification Number:** \_\_\_\_\_

**Service Area:** \_\_\_\_\_

**Program Description:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Total Program Cost:                      \$ \_\_\_\_\_

DCOA Grant Funds                      \$ \_\_\_\_\_

Applicant Funds                      \$ \_\_\_\_\_

\_\_\_\_\_  
**Name and Title of Authorized Official**

\_\_\_\_\_  
**Signature of Authorized Official**

\_\_\_\_\_  
**Date**

\_\_\_\_\_

**District of Columbia  
Office on Aging**

**Request for Applications (RFA)  
Fiscal Year 2004 Grant Program**

---

<b>SECTION I</b>	<b>GENERAL INFORMATION</b>
------------------	----------------------------

---

The Office on Aging is the single State Agency designated by the Mayor under D.C. Law 1-24, as amended, to administer the provisions of the Older Americans Act and to promote the welfare of the aged (defined as those persons 60 years of age and older).

**Mission**

The Mission of the Office on Aging is to provide advocacy, health, education, employment, and social services to District residents aged 60 and older so they can live longer and maintain independence, dignity and choice.

**Introduction**

The Office on Aging provides grants to Lead Agencies to provide a full range of services for all Wards of the City based on the following service areas:

- **Ward 1** – Serving the communities of Columbia Heights, Park View, Mount Pleasant, Adams Morgan, Cardozo/Shaw, Lanier Heights, LeDroit Park, and Pleasant Plains
- **Ward 2** – Serving the communities of Downtown, Mt. Vernon Square, Logan Circle/Shaw, Chinatown, and Penn Quarters
- **Ward 3** – Serving the communities of Chevy Chase, Friendship Heights, American University Park, Spring Valley, Cathedral Heights, Palisades, Wesley Heights, Foxhall Crescents, Foxhall Village, Georgetown, Barnaby Woods, Hawthorne, Kalorama Heights, West End, Foggy Bottom, Georgetown Reservoir, and Dupont Circle
- **Ward 4** – Serving the communities of North Portal Estates, Shepherd Park, Brightwood, Lamond-Riggs, Petworth, Crestwood, Brightwood Park, Manor Park, Colonial Village, Ft. Totten, and Pleasant Hills
- **Ward 5** – Serving the communities of Brookland, Brentwood, Eckington, Woodridge, Ft. Lincoln, Gateway, Trinidad, Carver-Langston, Edgewood, Langdon, Bloomingdale, North Michigan Park, Michigan Park, University

Heights, Old Soldier's Home, Queens Chapel, Ivy City, South Central, and Arboretum

- **Ward 6** – Serving the communities of Near Southeast, Capitol Hill, Lincoln park, Kingman Park, Southwest Waterfront, Stanton Park, Navy Yard, North Capitol, Truxton Circle, Buzzard Point, Ft. McNair, Lincoln Park, and Near Northeast
- **Ward 7** – Serving the communities of Naylor Gardens, Randle Highlands, Fairfax Village, Penn Branch, Ft. Davis Park, Benning Ridge, Marshall Heights, Capitol View, Grant Park, Burrville, Deanwood, Lincoln Heights, Benning Heights, River Terrace, Mayfair, Eastland Gardens, Kenilworth, Greenway, Central Northeast, Twining, Hillcrest, Ft. Dupont, and Northeast Boundary; and
- **Ward 8** – Serving the communities of Bellevue, Washington Highlands, Congress Heights, Douglass, Shipley Terrace, Knox Hill/Buena Vista, Sheridan, Woodlawn, Garfield Heights, Barry Farm, Hillsdale, Ft. Stanton, Historic Anacostia, and Fairlawn.

A Lead Agency is responsible for efficiently and effectively planning, developing, coordinating, and implementing programs and services to develop a service delivery system that ensures a continuum of services are available for the District's elderly and carries out the mission of the D.C. Office on Aging as shown above in this RFA. It also serves as a catalyst for change; a clearinghouse for obtainable resources; and identifies gaps in services and provides linkages and coordination of service delivery. Lead agencies are responsible for becoming familiar with the 39 neighborhood clusters, especially those in their specific Ward or service area, as shown above, and in participating in neighborhood cluster meetings. In addition, Lead Agencies must:

- Have knowledge of the social demographic characteristics of the elderly in the community.
- Develop and implement a needs assessment to identify the needs in the target community.
- Network with other community organizations, public and private agencies and associations to carry out an effective and efficient service delivery system.
- Hold quarterly community planning meetings with organizations such as Advisory Neighborhood Commissions, Commissioners on Aging, Mini-Commissions on Aging, civic associations, hospitals, recreation centers, public schools, churches, and other agencies/organizations.
- Develop and implement a structured community outreach program.



- Establish a Senior Neighborhood Advisory Council to serve as an advisory group in planning and developing a coordinated service delivery system.
- Develop an Emergency Preparedness Plan for the agency and satellite nutrition sites and programs. The plan must include a mechanism for identifying those high-risk seniors with limited mobility.

### **Target Population**

The target population for the Fiscal Year 2004 Grant Programs are individuals aged 60 and over, residing in the District of Columbia.

### **Eligible Organizations/Entities**

Any public or private, community-based non-profit agency, organization, or institution located in the District of Columbia is eligible to apply. For-profit organizations are eligible, but may not include profit in their grant application. For-profit organizations may also participate as subcontractors to eligible public or private non-profit agencies. All successful applicants shall sign an Affidavit indicating whether the applicant has complied with the filing requirements of the District of Columbia tax laws, and whether the applicant has paid taxes due to the District of Columbia Office of Tax and Revenue and/or the Internal Revenue Service, or is in compliance with payment agreements with the Office of Tax and Revenue and/or the Internal Revenue Service.

### **Pre-Award Site Visit**

Highly ranked applicants who are recommended for funding by the review panel may be selected for a pre-award site visit. The decision to visit an applicant for a pre-award site visit rests solely and finally with the Director of the District of Columbia Office on Aging.

### **Source of Grant Funding**

Funds are made available through both federal grant funds and District appropriated funds to the Office on Aging.

### **Award Period**

The grant awards will be for one (1) year, October 1, 2003 through September 30, 2004, with possible continuation years based on the Office on Aging's determination of satisfactory progress during the initial year of the grant.

## **Grant Awards and Amounts**

Fiscal Year 2004 grant funds in the amount of \$4.6 million are available for 1-8 lead agency grant awards. All applicants will be required to show a minimum 15% cash or in-kind matching contribution when applying for funds under this RFA. An application that shows a **cash** matching contribution in excess of 15%, which is not from participant contributions, will receive up to 5 bonus points in the evaluative process.

Maximum Funding by Ward is as follows:

- Ward 1 - \$345,000
- Ward 2 - \$675,000
- Ward 3 - \$700,000
- Ward 4 - \$261,000
- Ward 5 - \$595,000
- Ward 6 - \$493,000
- Ward 7 - \$960,000
- Ward 8 - \$500,000

## **Performance Measures**

The Government of the District of Columbia has adopted performance based budgeting for all programs and services. The Office on Aging has developed performance goals and outcome measures for the programs shown below. Grantees providing these services **must** use the performance goals and outcome measures identified by the D.C. Office on Aging. These performance measures are included in Attachment D.

- **In-home and Continuing Care**
  - Day Care
  - In-Home Nutrition Program
    - Weekday and Weekend Home-Delivered Meals
    - Transportation of Meals
  - Comprehensive Assessment and Case Management
  - Caregiver Support
    - Caregiver Assessment and Case Management
    - Caregiver Respite (includes day, residential, weekend, camp)
    - Caregiver Supplemental Services
    - Caregiver Extended Day Care
- **Community-Based Support**
  - Health Promotion and Wellness
  - Community /Services
    - Counseling
    - Transportation to Sites and Activities
    - Recreation

- Community Nutrition
  - Congregate Meals
  - Nutrition Education
  - Nutrition Counseling
- **Consumer Information, Assistance, and Outreach**
  - Literacy

### **Multiple Submissions**

Any applicant desiring consideration to provide programs and services in more than one service area must submit a separate application for each service area as described in the Introduction section on Page 4 of this RFA. Each application must be self-contained and include all required information (including a separate budget) as outlined in the RFA.

### **Contact Persons:**

For further information, please contact one of the following:

Sherlyn Taylor, Karyn Barquin, Maxine Grey, or Paulette Helman at the D.C. Office on Aging, 441 4<sup>th</sup> Street, NW, Suite 900 South, Washington, DC 20001, 202-724-5622.

---

## SECTION II      PROPOSAL FORMAT

---

Applicants are required to follow the format below. The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that proposals reflect continuity between the goals and objectives, program design, and work plan, and that the budget demonstrates the level of effort required for the proposed services. Each proposal must contain the following information:

- **Applicant Profile** identifies the applicant, type of organization, Tax I.D. numbers, D.U.N.S. number, project service area and the amount of grant funds requested.
- **Table of Contents** should list major sections of the proposal with quick reference page indexing.
- **Proposal Abstract** should be brief and serve as the cornerstone of the proposal. The proposal summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the proposal. The abstract should not exceed 2 pages. The proposal abstract is not counted in the 35 page limitation.
- **Program Narrative** should contain the information that justifies and describes the program to be implemented. The program narrative should be written in a clear, concise manner and must not exceed 35 pages. Generally, the program narrative should address the following criteria. Specific technical scoring criteria are found in Section IV.
  - Need for the Project in the Ward
  - Background and Understanding
  - Project Workplan which should include measurable objectives which relate to lead agency responsibilities and customer service responsibilities.
  - Organizational Capability and Relevant Experience
- **Program Budget** narrative should address the criteria listed under Budget and Fiscal Management. Budget narrative is not included in application page limit. A sample budget narrative is included in Appendix \_\_\_\_\_. All budget narratives must follow this format. Budget forms are not counted in page limit.
- **Performance Outcome Measures** – Choose the appropriate performance outcome measures for the services proposed in this application. Use the forms exactly as they are printed in this RFA. Performance Measure Outcome Forms are included in Attachment D. Performance Measure Outcome forms are not included in the 35 page limitation.

- **Certifications and Assurances** – Certifications and Assurances are not counted in page total. Certifications and Assurances are found in Attachments A and B
- **Appendices** - This section shall be used to provide technical material, supporting documentation and endorsements. Appendices are not counted in the page total. The following **required** items must be included in the Appendices:
  - Audited financial statement;
  - Certification from the D.C. Office of Tax and Revenue that District of Columbia tax requirements are current;
  - Certification from the D.C. Department of Employment Services (DOES) showing proof of current payment of unemployment taxes;
  - Current certificate of Incorporation from the Department of Consumer and Regulatory Affairs showing that the applicant is in good standing and is authorized to conduct business in the District of Columbia;
  - Name, address, telephone numbers (both home, work, if available), positions held, ethnicity, and gender, of the current applicant's Board of Directors as of the date of the grant application;
  - Minutes of Board of Directors' meeting, signed by a member of the Board, in which the Board authorized the applicant to submit an application for funding to the Office on Aging;
  - Copy of negotiated indirect cost rate agreement, if one exists. If none exists, basis on which indirect cost is calculated;
  - Inventory of Office on Aging-sponsored equipment and vehicles, with serial numbers or VIN numbers, as appropriate and dates of purchase. (for current Office on Aging grantees, only)
  - Emergency Preparedness Plan for the agency, which includes plans for evacuation or sheltering in place at main and satellite program and nutrition sites. This emergency plan must also include a mechanism for identifying high-risk seniors with limited mobility who may need emergency assistance.
  - Proposed organizational chart for the project (required);
  - Letters of support from collaborating community organizations (required) (Current grantees should not submit letters from other participants in the Office on Aging Senior Service Network. Please note that letters of support from other individuals should be a separate submission and will not be submitted to the panel for evaluation.);
  - Staff resumes (required); and
  - Planned job descriptions (required).

**The total number of pages for the proposal cannot exceed 35 double-spaced pages on 8½ by 11-inch paper. Margins must be no less than 1 inch and a font size of 12-point is required. Times New Roman, Georgian, Courier, Arial, or similar font is strongly recommended. Pages should be numbered.**

**The review panel will not review applications that do not conform to these requirements.**

### **SECTION III PROGRAM SCOPE**

The purpose of this Request for Applications is to announce funding availability to assist qualified applicants in the development and implementation of comprehensive and coordinated community-based systems of programs and services for District residents, aged 60 and above. These services shall be designed to meet the complex and ever-changing needs of the elderly, especially for individuals with the greatest economic and/or social needs, with particular emphasis on low-income minority elderly.

#### **Customer Service Responsibilities**

Applicants responding to this request for application shall be responsible for delivering the following programs and services to the target population in each service area at the minimum levels specified in the service chart as outlined on page \_\_\_\_.

- Congregate Meals
- Home-Delivered Meals
- Weekend Home-Delivered Meals
- Nutrition Counseling
- Nutrition Education
- Counseling Services
- Health Promotion
- Recreation/Socialization
- Transportation to Sites/Activities
- Literacy Programs
- Transportation of Meals
- Caregiver Support
- Specialty Programs/Services by Ward

The services and programs funded by the Office on Aging are comprehensive in nature and scope. Therefore, each applicant agency/organization must have the demonstrated ability, at a minimum, to provide the following programs/services. **The DC Office on Aging has developed Service Standards for most programs. Successful applicants will review these standards and ensure that applications address these critical standards. The applicant shall develop program activities that reflect the following:**

#### **1) Bodywise – Ward 3, only**

The applicant shall provide summer fitness instructors to approximately 200 participants at the Bodywise Program at the University of the District of Columbia/Van Ness campus.

## **2) Comprehensive Assessment/Case Management, Wards 2, 3, 5, 7**

The applicant shall provide supportive programs that focus on the frail/vulnerable elderly by linking them with needed services.

The service unit for comprehensive assessment is one hour of service worker's time spent conducting assessment interview(s) with an eligible participant, family or friends. Service workers may include service coordinators, case managers, nurse practitioners, and or other professionals or paraprofessionals necessary to conduct a thorough and complete assessment.

The service unit for case management is one hour of service provided to an eligible participant. Hours of service provided may include the time spent in reviewing the case, meeting with the participant, and following up with the participant, family, friends or service providers.

## **3) Congregate Meals**

The Office on Aging supplies a nutritious mid-day meal for eligible District residents at congregate nutrition sites. The applicant shall provide the site, staff support for the site, and other service as necessary to ensure that the mid-day meals improve or maintain the nutritional status of the elderly and strengthen the maximum functioning and independence of elderly individuals. The service unit for a congregate meal is one complete meal provided to one eligible participant. A complete meal is one that meets or exceeds one-third of the current daily Recommended Dietary Allowances and follows the U.S. Department of Agriculture Dietary Guidelines for Americans, published jointly with the U.S. Department of Health and Human Services.

## **4) Counseling**

The applicant shall provide counseling service that is a problem identification and resolution service provided by professionally trained workers to the target population and their families who need emotional support and guidance. Counseling involves help as part of a community program providing other services, i.e., social, nutritional or health-related services. The service unit for counseling is one hour of service provided to an eligible participant. Hours of service provided may include the time spent in preparing for the session, meeting with the participant, and following up with the participant, family or friends.

## **5) Geriatric Day Care Wards 3,8**

The applicant shall provide medical, social, therapeutic and recreational support in a supervised setting. The service unit for Geriatric Adult Day Care is one hour of care

to one eligible participant. This care may include providing supervision, socialization, rehabilitation, training, therapy and supportive services.

Geriatric day care should develop and strengthen the emotional capacity of the target population for interpersonal functioning to allow the participants to maintain the maximum functioning and independence of which he/she is capable.

## **6) Health Promotion**

The applicant shall provide health promotion service and programs designed to promote healthy behaviors and lifestyles through health education and physical fitness. The applicant shall provide this service in a community-based setting that involves a range of structured programs and activities to educate the elderly on how to develop healthy lifestyles to prevent and/or control disease. The service unit for health promotion is one hour of service provided to an eligible participant. Participants must receive three health promotion activities per week, two of which must be physical activity.

## **7) Weekday Home-Delivered Meals**

The Office on Aging provides nutritious meals to improve or maintain the nutritional status and to maintain the maximum functioning and independence of the homebound individual. The applicant must ensure that these meals reach individual homebound clients in a manner consistent with the service standard for home-delivered meals. The service unit for weekday home-delivered meals is one complete meal, as prepared by the Office on Aging's nutrition contractor, delivered to one eligible participant.

## **8) Homeless Center, Ward 2 only**

The applicant shall provide a program for approximately 100 homeless adult seniors that offers a variety of social and supportive services in a facility that is readily accessible to the majority of the District's elderly homeless persons.

## **9) Literacy Program**

The applicant shall provide a literacy program that teaches basic literacy skills such as reading, writing, arithmetic, and general life skills. Literacy may also include English as a Second Language and computer literacy. A service unit for literacy is one hour of service provided to an eligible participant. Hours of service may include the time spent preparing for literacy sessions, conducting the literacy sessions, and evaluating the sessions and the individual work of the participants.



#### **10) Nutrition Counseling**

The applicant shall provide individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medication use and/or chronic illness. The service unit for nutrition counseling is one hour of service provided to an eligible participant. Hours of service provided may include the time spent in preparing for the session, meeting with the participants, and following up with the participant, family or friends.

#### **11) Nutrition Education**

The applicant shall provide a program in a group setting, overseen by a dietitian or individual of comparable expertise, to promote better health by providing accurate and culturally sensitive nutrition, physical fitness or health information and instruction to the target population. The service unit for nutrition education is one session provided by a professionally trained worker to an eligible participant or group. A session is a planned activity available to one or all senior citizens who wish to participate. The time of the session is determined by the published schedule of activities for the center.

#### **12) Socialization**

The applicant shall provide socialization services and programs that meet individual and social needs for continued growth and development, to reinforce a sense of dignity and independence, and to reduce isolation for the target population. The service unit for socialization is one one-hour session provided to one eligible participant. The session is planned and the activity is available to all center participants who wish to participate. The time of the session is determined by the published schedule of activities for the center. The maximum time for any one session is four hours.

#### **13) Transportation to Sites and Activities**

The applicant shall provide transportation and assistance for individuals to participate in various programs and activities within the boundaries of the District of Columbia. The service unit for transportation to sites and activities is a one-way trip, provided to one eligible participant (i.e., one-person trip).

#### **14) Transportation of Meals**

The applicant shall provide transportation of two home-delivered meals on the Saturday to eligible seniors.

**15) Visually Impaired, Ward 5, only**

The applicant shall provide specialized training in Braille, mobility, health, safety and consumer education for approximately 40 seniors.

**16) Weekend Home-Delivered Meals**

The Office on Aging provides nutritious meals to improve or maintain the nutritional status and to maintain the maximum functioning and independence of the homebound individual. The applicant must arrange for the delivery of these meals to homebound clients. The service unit for weekend home-delivered meals is one complete meal delivered to one eligible participant.

**17) Caregiver Assessment and Case Management, Wards 1, 2, 4, 5**

The applicant shall provide caregiver assessment and case management services to eligible caregivers to provide support that assists them in fulfilling their caregiving responsibilities.

A service unit for caregiver assessment and case management services is one hour of service provided to a caregiver by a case manager in the assessment of the caregiver's needs and the development, implementation and monitoring of a caregiver service plan.

**18) Caregiver Stipend - Respite/Supplemental Services**

The applicant shall provide respite and/or supplemental services to eligible caregivers to enable them to purchase respite services that allow them to be temporarily relieved of their caregiving responsibilities or purchase supplies or equipment that will ease their caregiving burden.

A service unit for respite is one hour of service that may be delivered in the home, a community setting or in a residential facility that relieves the caregiver of their caregiving responsibilities on a temporary basis.

A service unit for supplemental services is the quantity of the item purchased. For example, one case of adult diapers is considered one unit.

**Staffing**

Key staff for a Lead Agency shall include, but are not limited to:

Project Director	Nutritionist, Licensed/Registered Dietitian
Social Worker, BS/MSW	Community Planner
Recreation/Activity Coordinator	
Nutrition Site Managers	

## Service Chart

The following are the minimum number of persons required for programs and services under this RFA and the maximum reimbursement cost for each category:

<b>Programs and Services</b>	<b>Ward 1</b>	<b>Ward 2</b>	<b>Ward 3</b>	<b>Ward 4</b>	<b>Ward 5</b>	<b>Ward 6</b>	<b>Ward 7</b>	<b>Ward 8</b>	<b>Maximum Reimbursement Rate Per Unit</b>
Case Management	0	235	325	0	300	0	160		\$50.20
Comprehensive Assessment	0	190	90	0	160	0	115	0	\$155.40
Weekday Congregate Meal Service	450	600	300	600	750	450	500	850	\$2.25
Counseling	900	700	750	1150	900	1000	950	900	\$15.95
Geriatric Day Care			55				0	16	\$12.05
Health Promotion	300	450	200	400	600	750	450	300	\$2.50
Weekday Home-Delivered Meal Service	350	500	22	300	700	550	750	150	\$1.00
Weekend Home-Delivered Meal Service	30	90	100	35	100	150	100	85	\$1.00
Literacy (supplies, tutor, stipend)	20	20	30	35	30	15	70	10	\$1.50
Nutrition Counseling	50	65	15	40	50	350	125	300	\$44.00
Nutrition Education	300	250	150	400	350	200	450	50	\$119.00 per session
Socialization	200	500	250	200	600	450	400	350	\$1.50
Transportation to-Sites & Activities	109	300	200	100	300	250	150	400	\$3.40
Transportation of Meals	40	130	100	31	150	300	750	183	\$2.65

---

## **SECTION IV REVIEW AND SCORING OF APPLICATIONS**

---

### **Review Panel**

A qualified review panel will conduct a technical review all applications. The review panel will read and score each applicant's proposal, and make recommendations for funding based on the review process. The Director of the Office on Aging shall make the final funding determinations.

### **Technical Scoring Criteria**

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria listed below.

#### **Background and Understanding (Total 15 Points)**

1. Demonstrated knowledge of the Older Americans Act of 1965, as amended and DC Law 1-24, establishing the D.C. Office on Aging. (5 points)
2. Demonstrated ability to develop and manage aging programs on a large scale. (5 points)
3. Demonstrated knowledge of the needs of the target population. (5 points)

#### **Technical Soundness of the Proposal (Total 40 Points)**

1. The goals and objectives of the program are clearly defined, measurable and time specific. (15 points)
2. The proposed activities and work plan will result in the accomplishment of the project objectives, including client service and lead agency responsibilities. The applicant identified the number of individuals to be served and the service units to be provided in each service category. (15 points)
3. The applicant demonstrated the ability to provide the required services in the designated service area. (10 points)

#### **Organizational Capability and Relevant Experience (Total 30 Points)**

1. The applicant demonstrated the knowledge and experience relevant to the service applied for and in serving the target population. (10 points)
2. The applicant demonstrated its collaboration with other service providers, community-based organizations, and the community at large in serving the target population. (10 points)

3. The applicant demonstrated its successful programmatic performance in prior District government, federal government, or other organizational grants by providing copies of external evaluations, summaries of customer service surveys, or other objective forms of measurement. (10 points)

### **Budget and Fiscal Management (Total 20 Points)**

1. The applicant provided evidence of sound fiscal management and financial stability through the submission of annual audits, financial statements and certifications from the District's Office of Tax and Revenue and Department of Employment Services. (15 points)
2. The applicant demonstrated that the proposed budget (including the match) is reasonable, realistic and will achieve project objectives. (5 points)

### **Bonus: (Total 5 Points)**

1. The applicant demonstrated a cash match greater than 15%. (5 points)

### **Decision on Awards**

The recommendations of the review panel are advisory and are not binding on the Office on Aging. The final decision on funding is vested solely with the Executive Director of the DC Office on Aging based on a review of the recommendations of the review panel, prior performance of current Office on Aging grantees, if applicable, Office on Aging staff administrative review, pre-award site visit reports and any other information considered relevant.

---

**SECTION V                      INSTRUCTIONS FOR TRANSMITTING APPLICATIONS**

---

An original and two (2) copies of the application must be submitted in a sealed envelope or package conspicuously marked "Application in Response to Fiscal Year 2004 Office on Aging Lead Agency Grant Program Request for Application." Applications that are not submitted in a sealed envelope or package and so marked **will not be accepted**. Electronic, telephonic, telegraphic and facsimile submissions **will not be accepted**.

**Applications Delivered by Mail**

An application sent by mail must be addressed to the District of Columbia Office on Aging, Attention: Lead Agency Competitive Grant Program, 441 4<sup>th</sup> Street, NW, Suite 900, South Washington, DC 20001. Applications sent by mail must be mailed in time to allow the application to reach the D.C. Office on Aging by the deadline date.

An application must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Government of the District of Columbia

If an application is sent through the U.S. Postal Service, the following are not acceptable proofs of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

An applicant is encouraged to use registered or at least first-class mail.

**Applications Delivered by Hand\Courier Service**

An application that is hand delivered must be taken to the District of Columbia Office on Aging, Attention: Lead Agency Competitive Grant Program, 441 4<sup>th</sup> Street, NW, Suite 900 South, Washington, DC 20001 between 9:00 a.m. and 5:00 p.m. daily, except Saturdays, Sundays and Federal holidays.

In order for an application sent through a Courier Service to be considered timely, the Courier Service must deliver the application on or before the deadline date and time.

Applications are due no later than 5:00 p.m., EDT, on September 5, 2003. All applications will be recorded upon receipt. Applications **will not be accepted after 5:00 p.m., EDT**, September 5, 2003. Any additions or deletions to an application will not be accepted after the deadline.

An original and two copies, for a total of three (3) copies **must be** delivered to the following location:

**District of Columbia Office on Aging  
441 - 4<sup>th</sup> Street, NW  
9th Floor, South  
Washington, DC 20001**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

**NOTE: Applicants must allow time to proceed through magnetometers in the 441 4<sup>th</sup> Street building. Persons delivering applications must show proper identification, generally a picture I.D., to gain access to building elevators. The Office on Aging will not accept responsibility for delays in the delivery of the proposals.**

## **Checklist for Applications**

\_\_\_ The application is printed on 8½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins.

\_\_\_ The Applicant Profile contains all the information requested.

\_\_\_ The application contains a Table of Contents

\_\_\_ The proposal abstract is complete and does not exceed 2-page limit for this section of the application

\_\_\_ The applicant organization/entity has responded to all sections of the Request for Application

\_\_\_ Relevant performance outcome measure forms are complete and attached.

\_\_\_ The program budget is complete, including budget narrative

\_\_\_ The program narrative section is complete and is within the 35-page limit for this section of the application.

\_\_\_ The Certifications and Assurances listed in Attachments A and B are complete and signed by an authorized representative of the applicant organization.

\_\_\_ The appropriate appendices, including certifications, staff qualifications, individual resumes, licenses, Board minutes, and other supporting documentation are enclosed.

\_\_\_ There are three (3) copies of the proposal; one (1) copy is an original.

\_\_\_ The application is submitted with two original receipts, found in Attachment \_\_\_, attached to the outside of the envelopes or packages.



## **Additional information for successful applicants**

The following guidance documents are required for each successful applicant and may be obtained from the Office on Aging or the DC Office on Planning:

- Older Americans Act of 1965, as amended and appropriate regulations;
- D.C. Law 1-24, as amended;
- D.C. Office on Aging State Plan;
- D.C. Office on Aging Handbook;
- D.C. Office on Aging Audit Guide;
- D.C. Office on Aging Nutrition and Supportive Services Guidebook;
- D.C. Office on Aging Census Elderly Population Profile, updated; and
- D.C. Office on Planning–Ward Plan

## **Service Standards**

The Office on Aging Service Standards for all services is available for pick-up from the receptionist at the Office on Aging.

## **SECTION VI LIST OF ATTACHMENTS**

<b>Attachment A</b>	<b>Certifications</b>
<b>Attachment B</b>	<b>Assurances</b>
<b>Attachment C</b>	<b>Budget Summary and Sample Budget Narrative</b>
<b>Attachment D</b>	<b>Performance Measures</b>
<b>Attachment E</b>	<b>Application Receipt Form</b>

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Office on Aging**



**Certifications Regarding  
Lobbying; Debarment, Suspension and Other Responsibility  
Matters; and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying” and 28 CFR Part 67, “Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).” The certifications shall be treated as a material representation of fact.

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code. And implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – III, “Disclosure of Lobbying Activities,” in accordance with its instructions;
- c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and

subcontracts) and that all sub-recipients shall certify and disclose accordingly.

The applicant certifies that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Have not, within a three year period preceding this application, been a party to lawsuits, or had pending Federal or State investigations.
- d) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- e) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

#### **1. DRUG-FREE WORKPLACE (Grantees Other Than Individuals)**

- a. As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

The applicant certifies that it will or will continue to provide a drug-free workplace by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b) Establishing an on-going drug-free awareness program to inform employees about—
  - i) The dangers of drug abuse in the workplace;

- ii) The applicant's policy of maintaining a drug-free workplace;
        - iii) Any available drug counseling, rehabilitation, and employee assistance programs; and
        - iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
    - i) Abide by the terms of the statement; and
    - ii) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(ii) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office on Aging, 441 4<sup>th</sup> Street, NW., Washington, DC 20001. Notice shall include the identification number(s) of each affected grant;
  - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(ii), with respect to any employee who is so convicted—
    - i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
    - iii. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

- A. The applicant may insert in the space provided below the sites for the performance of work done in connection with the specific grant:**

**Places of Performance (Street address, city, county, state, zip code)**

**3. DRUG-FREE WORKPLACE (Grantees who are Individuals)**

**As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67.615 and 67.620—**

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and**
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:**

**D.C. Office on Aging  
441 4<sup>th</sup> Street, NW  
Suite 900 South  
Washington, DC 20001**

**As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.**

---

**1. Grantee Name and Address**

---

**2. Application Number and/or Project Name  
Number**

---

**3. Grantee IRS/Vendor**

---

**4. Typed Name and Title of Authorized Representative**

---

**5. Signature**

---

**6. Date**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office on Aging**



**ASSURANCES**

**The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements – 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.**

**Also, the Applicant assures and certifies that:**

- 1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.**
- 2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.**
- 3. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.**
- 4. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.**
- 5. It will give the sponsoring agency of the District of Columbia or the Comptroller General of the United States, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.**

6. It will comply with all requirements imposed by the DC Office on Aging concerning special requirements of law, program requirements, and other administrative requirements.
7. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Office on Aging of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
8. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance", includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
9. It will assist the Office on Aging in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. Seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
10. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title II of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants; and all other applicable Federal laws, orders, circulars, or regulations.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30,



**Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.**

- 12. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.**
- 13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.**
- 14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.**
- 15. It will coordinate with other available resources in the target area, i.e. Health Facilities, Public Libraries, Colleges and Universities and develop agreements with educational institutions outlining courses available to seniors either without cost or at a discount.**
- 16. It will adhere to Office on Aging Policy Memorandum 01-P08, Continuation Application Instructions for Office on Aging Grantees Receiving D.C. Office on Aging and Medicaid for the Same Service, as applicable.**
- 17. It will adhere to Office on Aging Policy Memorandum 02-P07, Approval for Key Personnel, as applicable.**
- 18. It will give priority in hiring to D.C. residents when filling vacant positions.**
- 19. It will give priority in hiring to individuals age 55 and over.**
- 20. It will adhere to the D.C. Office on Aging mandate that all participant travel, for reimbursement purposes, will not extend beyond the District limits.**

21. It will submit all reports, i.e., Monthly Comprehensive Uniform Reporting Tool (CURT), (including NAPIS information, if applicable), the Monthly and Quarterly Financial Reports and the Georgetown rosters in a timely manner, and not later than the monthly due date.
22. It will ensure that all client intake forms are completed, including information on ethnicity and poverty status.
23. It will ensure that all applicable logs regarding services provided, including services specifically for caregivers under the National Family Caregiver Support Program are maintained according to the terms and conditions of the grant.
24. It will ensure that the grantee is represented by the Project Director or another comparable level staff member at monthly Office on Aging-sponsored Project Director meetings.
25. It will submit an inventory listing of all equipment purchased in whole or in part with Office on Aging funds. Further, it will comply that all equipment purchased with D.C., Office on Aging funds will be labeled as property of DCOA and will not be disposed of, i.e., transferred, replaced or sold, without prior approval from the Office on Aging.
26. It will include on all stationery, publicity and promotional material and related written and oral communications the following identifier:



– Part of the Senior Service Network – Supported by the D.C. Office on Aging.

It will include in the written descriptions and verbal presentations of services funded by the Office on Aging, that the programs and services are provided in partnership with the Office on Aging, in accordance with OoA Policy Memorandum 02-P05, Acknowledgement of Office on Aging Financial Support.

<p><b>As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above assurances.</b></p>	
<p><b>1. Grantee Name and Address</b></p> <p>_____</p> <p>_____</p>	
<p><b>2. Project Name</b></p> <p>_____</p>	
<p><b>3. Typed Name and Title of Authorized Representative</b></p> <p>_____</p> <p>_____</p>	
<p><b>4. Signature of Authorized Representative</b></p> <p>_____</p>	<p><b>5. Date</b></p> <p>_____</p>

**Attachment C**

**D.C. OFFICE ON AGING  
FY 2004 BUDGET SUMMARY SHEET**

<b>BUDGET CATEGORIES</b>	<b>SOURCE</b>		<b>TOTAL BUDGET</b>
	<b>Grantee Share</b>	<b>DC Office on Aging Share</b>	
<b>1. PERSONNEL</b> <b>(a)Salary</b>  <b>(b)Fringe @ ____%</b>			
<b>2. TRAVEL</b>			
<b>3. COMMUNICATIONS</b>			
<b>4. EQUIPMENT</b>			
<b>5. SUPPLIES</b>			
<b>6. OTHER DIRECT</b>			
<b>7. TOTAL DIRECT COSTS</b>			
<b>8. INDIRECT COST @ ____% OF MTDC</b>			
<b>10. TOTAL PROJECT COSTS</b>			

## FY 2004 SAMPLE BUDGET NARRATIVE

### COST CATEGORIES

#### A. PERSONNEL

3 Social workers @ 3.0 FTE @ \$55,000.00 each	\$165,000
Mary Jones – Activities Coordinator 1.0 FTE at \$20,000.00	20,000
Sue Smith – Receptionist .5 FTE at \$9.00 per hour @ 998 hrs.	<u>4,491</u>
Total Salaries	\$189,491
Fringe Benefits @ 13% of Total Salaries	<u>24,634</u>
<b>TOTAL PERSONNEL</b>	<b>\$214,125.00</b>

#### B. TRAVEL:

Transportation to Sites and Activities – 6000 miles at .36 per mile	\$2,160.00
Vehicle maintenance and repairs - oil changes, parts replacements for 3 (15) passenger vans	\$3,000.00
Vehicle Rental Fee when a vehicle is out of service for repairs \$25.00 a day for an average of 10 program days	\$250.00
<b>TOTAL TRAVEL</b>	<b>\$5,410.00</b>

#### C. OCCUPANCY:

Happy Time Site - \$12 per square foot for 5,100 square feet -	\$61,200.00
Security System - \$60.00 per month per year	\$720.00
Utilities – electric, gas and water	\$5,000.00
Maintenance	\$2,400.00
<b>TOTAL OCCUPANCY</b>	<b>\$69,320.00</b>

#### D. COMMUNICATIONS:

Courier/Delivery	\$200.00
Internet Service Provider	\$360.00
Telephone	\$2,200.00
Postage	\$200.00
<b>TOTAL COMMUNICATIONS</b>	<b>\$2,960.00</b>

**E. SUPPLIES:**

Office Supplies	\$222.50
Recreational Supplies	\$160.50

<b>TOTAL SUPPLIES</b>	<b>\$383.00</b>
-----------------------	-----------------

**F. OTHER DIRECT COSTS:**

Consultant/Contractor

Kathy Mann -. Dance Instructor .75 FTE @ \$15.00 per hour x 30 hours a week or \$450 per week for 20 weeks	\$9,000.00
---	------------

Computer Instructor at .15 FTE @ \$18..00/hr. for 6 hours a week for 30 weeks	\$3,240.00
--	------------

Bookkeeper - \$25.00 an hour for 10 hours a month	\$3,000.00
---	------------

Delicious Food (food service provider under contract for Weekend Meals)

120 Meals per weekend @ \$5.00 per meal for 40 weekends	\$24,000.00
---	-------------

Liability insurance	\$5,000.00
---------------------	------------

Audit fees	<u>\$1,500.00</u>
------------	-------------------

<b>TOTAL OTHER DIRECT</b>	<b>\$44,240.00</b>
---------------------------	--------------------

<b>TOTAL DIRECT</b>	<b>\$336,438</b>
---------------------	------------------

<b>G. INDIRECT COST: @ 15% of MDTC of \$341,252</b>	<b><u>50,466</u></b>
(See copy of negotiated indirect cost rate agreement)	

<b>TOTAL</b>	<b>\$386,904.00</b>
--------------	---------------------

# **PERFORMANCE OUTCOME MEASURES**

## INSTRUCTIONS FOR COMPLETING THE STANDARD OUTCOME MEASURES FORMS

Each applicant proposing to provide the services as described in Section III, Scope of Work, , must include the relevant **Standard Performance Goals and Outcome Measures Forms** in its grant application. . The Performance Goals and Outcome Measures Forms are found on the following pages.

The applicant must complete the applicable forms by adding the:

- Name and title of the responsible person
- Office on Aging funds (do **not** include the grantee match) the grantee has budgeted for the services that comprise the activity

### **Submission of Outputs, Actual Results and Demand Data to the Office on Aging**

The outputs, which allow a grantee to calculate actual results, are based on fiscal year 2004, i.e., October 1, 2003 through September 30, 2004 data. Therefore, the outputs and actual results are recorded on the forms once the fiscal year has ended and client data has been collected and tabulated for the year. The same is true of the demand data that was requested on some of the forms. The demand data represents the number of people requesting the service throughout the year. ***The completed forms must be sent to the Office on Aging at the conclusion of the fiscal year. Grantees will be notified of the date that the forms are due. Additionally, there may also be monthly reporting requirements, but grantees will be notified at a later date.***

### **Putting Systems in Place to Track Results**

The system for using relevant measurement tools, collecting and recording output data, and tracking results, must be in place at the beginning of the fiscal year, so that the data will be available to determine whether the target results were met for the year. The same is true in collecting the demand data that is required for some services. Progress should be monitored periodically. Data and worksheets must be maintained and made available to Office on Aging staff, upon request, for monitoring purposes.

### **Recording Outputs**

Some outputs, specifically the number of clients receiving a particular service, are provided by Georgetown based on the client rosters that the grantee submits. Other outputs, based on the number of participants screened and reassessed, the results of screenings and reassessments, the length of time a client has received service, and the



results of customer surveys and training evaluation forms must be tracked by the grantee.

The nutrition and wellness performance measures require screenings and follow-up screenings. Nutrition follow-up screenings on high risk clients and healthy lifestyle reassessments on wellness center participants should occur at six month intervals. All clients receiving reassessments within the fiscal year should be included in the calculations to determine what percentage of clients had improved nutrition or healthy lifestyle scores upon reassessment.

Service longevity spreadsheets required for most in-home and continuing care service performance measures must list the clients in the program and track their service use during the fiscal year. Clients who receive service throughout the fiscal year are counted as having remained in their home for the year. Clients who stop service **temporarily** during the year for situations such as hospitalization, may still be counted as remaining in their homes.

Customer surveys, required by most community-based service performance measures, must be completed prior to the end of the fiscal year allowing enough time for responses to be received and tabulated and included in the calculations to determine the actual result. The customer surveys ***must include the standard questions included in the “Measurement Tool” section of each relevant Performance Goals and Outcome Measures Form.***

### Calculating Target Results

***Example Nutrition Services:*** 5% of seniors identified as being at high nutritional risk will experience an improvement in their nutritional status based on an improved nutritional risk score.

- **Outputs**
  - 250 participants at high nutritional risk received follow-up screening (will be lower than the number assessed at high risk because some may have dropped out of program or follow-up screening was not possible for a variety of reasons)
  - 50 participants who received follow-up screening had an improved nutritional risk score (improved by one or more points)
- **Actual Result Calculation**  
 $50/250 = 20\%$  improved
- **Actual Result 20%**

**Example Day Care:** 50% of seniors receiving day care services will remain in their homes for one year.

- **Outputs**

- 100 participants received day care services
- 50 participants received services for one year (participants who stop services *temporarily* may be counted)

- **Actual Result Calculation**

50/100 = 50% remained in their home for one year

- **Actual Result 50%**

**Example Community-based Services (i.e., Congregate Meals, Nutrition Education, Nutrition Counseling, Recreation, Counseling, Transportation to Sites):** 10% of participants will report that the services enable them to maintain an active and independent lifestyle.

- **Outputs**

- 75 people responded to this question on the customer survey.
- 70 respondents reported the services enabled them to maintain an active and independent lifestyle.

- **Actual Result Calculation**

- 70/75=93% reported that the services enabled them to maintain an active and independent lifestyle.

- **Actual Result 93%**

**D.C. OFFICE ON AGING**  
**SENIOR SERVICE NETWORK**

**Performance Goals and Outcome Measures**  
**for Day Care**  
**FY 2004**

<b>PROGRAM</b>	<b>In-Home and Continuing Care</b>	
<b>Activity</b>	<b>In-Home and Day Care Services</b>	
Activity Purpose Statement	The purpose of providing In-Home and Day Care services to frail Washingtonians 60 years of age or older is to assist them to reach and maintain maximum functioning so they can remain in their homes.	
Services that Comprise the Activity	Day Care	
Activity Performance Measures	<b><u>Target Results:</u></b> 50% of seniors receiving day care services will remain in their homes for one year.  75% of seniors/caregivers will report that the services had a positive impact on the participant's level of functioning.  <u>Measurement Tools:</u> <b><i>Service Longevity Spreadsheet; Customer Survey</i></b>  <b><u>Outputs:</u></b> ____ # of clients receiving day care services ____ # of clients receiving day care services for one year. ____ # of clients/caregivers responding to the customer survey question regarding a change in level of functioning. ____ # respondents reporting a positive change in the level of functioning.	<b><u>Actual Results</u></b> ____ %  ____ %
Responsible Person		
FY 2004 Budget (Office on Aging share only)		

**Target Results:** The target results are what the Day Care Program is working to achieve during the fiscal year. The percentages linked to the target results are the same for all grantee agencies operating day care programs.

**Actual Results:** The actual results are what the grantee achieved during the fiscal year based on actual client statistics.

**Measurement Tools:** The measurement tools are the service longevity spreadsheets used by the day care programs to determine the length of time the services have supported clients in their homes and customer surveys ***that contain a common question regarding whether the participant's level of functioning has improved as a result of participating in the program.*** Participants who stop services ***temporarily*** may be counted as remaining in their homes for one year.

**Outputs:** Outputs are the statistics the grantee records to determine whether the target results have been met.

**Responsible Person:** The name and title of the person or people responsible for ensuring that the target results are met.

**FY 2004 Budget:** The amount of Office on Aging funds budgeted for the services comprising this activity.

**D.C. OFFICE ON AGING  
SENIOR SERVICE NETWORK**

**Performance Goals and Outcome Measures  
for the In-Home Nutrition Program  
FY 2004**

<b>PROGRAM</b>	<b>IN-HOME AND CONTINUING CARE</b>
<b>Activity</b>	<b>In-Home Nutrition Services</b>
Activity Purpose Statement	The purpose of the providing In-Home Nutrition Services to Washingtonians 60 years of age or older is to improve their nutritional health and support their efforts to remain in their homes.
Services that Comprise the Activity	Home Delivered Meals (weekday and weekend) Transportation of Home Delivered Meals
Activity Performance Measures	<p><b><u>Target Results:</u></b> <span style="float: right;"><b><u>Actual Results</u></b></span></p> <p>5% of seniors identified as being at high nutritional risk will experience an improvement in their nutritional status based on an improved nutritional risk score. <b>(LEAD AGENCIES ONLY)</b> <span style="float: right;">_____%</span></p> <p>10% of seniors receiving in-home nutrition services will remain in their homes one year. <b>(LEAD AGENCIES ONLY)</b> <span style="float: right;">_____%</span></p> <p><b><u>Measurement Tools:</u></b> <i>Nutrition Screening Form and Service Longevity Spreadsheet</i></p> <p><b><u>Outputs:</u></b> <b>(LEAD AGENCIES ONLY)</b></p> <p>_____# of high risk participants who received follow-up screening for nutritional risk</p> <p>_____# of high risk participants whose nutritional risk scores improved upon follow-up screening (by one or more points)</p> <p>_____# of participants receiving home delivered meals</p> <p>_____# of participants receiving home delivered meals for one year.</p>
Responsible Person	Project Director and Nutritionist
FY 2004 Budget (Office on Aging share only)	

**Target Results:** The target results are what the In-Home Nutrition Program is working to achieve during the fiscal year. The percentages linked to the target results are the same for all Lead Agencies operating nutrition programs.

**Actual Results:** The actual results are what the grantee achieved during the fiscal year based on actual client statistics.

**Measurement Tools:** The measurement tools are the Nutrition Screening Form, a common instrument used by Nutrition Program grantees to determine the nutritional risk of clients, and the service longevity spreadsheet used to determine the length of time the services have supported clients in their homes. Clients who are at high nutritional risk are to receive follow-up screening at six month intervals.

**Outputs:** Outputs are the statistics the grantee records to determine whether the target results have been met.

**Responsible Person:** The name and title of the person or people responsible for ensuring that the target results are met.

**FY 2004 Budget:** The amount of Office on Aging funds budgeted for the services comprising this activity.

**D.C. OFFICE ON AGING  
SENIOR SERVICE NETWORK**

**Performance Goals and Outcome Measures  
for Comprehensive Assessment and Case Management Services  
FY 2004**

<b>PROGRAM</b>	<b>IN-HOME AND CONTINUING CARE</b>
<b>Activity</b>	<b>In-Home and Day Care Services</b>
Activity Purpose Statement	The purpose of providing In-home and Day Care services to Washingtonians 60 years of age or older is to enable them to remain in their homes.
Services that Comprise the Activity	Comprehensive Assessment Case Management
Activity Performance Measures	<p><b><u>Target Results:</u></b> <span style="float: right;"><b><u>Actual Results</u></b></span>  10% of seniors receiving comprehensive assessment and case management services will _____% remain in their homes for one year.</p> <p><b><u>Measurement Tool:</u></b> <i>Service Longevity Spreadsheet</i></p> <p><b><u>Outputs:</u></b>  _____ # of clients receiving case management services  _____ # of clients receiving service for one year</p>
Responsible Person	
FY 2004 Budget (Office on Aging share only)	

**Target Results:** The target results are what the comprehensive assessment and case management service providers are working to achieve during the fiscal year. The percentages linked to the target results for comprehensive assessment and case management services are the same for all grantees providing these services.

**Actual Results:** The actual results are what the grantee achieved during the fiscal year based on actual client statistics.

**Measurement Tool:** The measurement tool is the service longevity spreadsheet.

**Outputs:** Outputs are the statistics the grantee records to determine whether the target results have been met.

**Responsible Person:** The name and title of the person or people responsible for ensuring that the target results are met.

**FY 2004 Budget:** The amount of Office on Aging funds budgeted for the services comprising this activity.



**D.C. OFFICE ON AGING  
SENIOR SERVICE NETWORK**

**Performance Goals and Outcome Measures  
for the Caregiver Program  
FY 2004**

<b>PROGRAM</b>	<b>IN-HOME AND CONTINUING CARE</b>	
<b>Activity</b>	<b>Caregiver Support</b>	
Activity Purpose Statement	The purpose of providing Caregiver Support to eligible caregivers residing in Washington, D.C. is to enable caregivers to continue to provide care.	
Services that Comprise the Activity	Caregiver Institute Spring Cleaning Caregiver Assessment and Case Management Supplemental	Caregiver Education Transportation Respite Extended Day Care
Activity Performance Measures	<p><b><u>Target Results:</u></b> <span style="float: right;"><b><u>Actual Results</u></b></span></p> <p>2% of caregivers enrolled in the DC Caregivers' Institute will provide care for one year. <span style="float: right;">_____%</span></p> <p>25% of caregivers will report that the services had a positive impact on their ability to provide care. <span style="float: right;">_____%</span></p> <p><i><b><u>Measurement Tools:</u></b> Service Longevity Spreadsheet and Customer Survey</i></p> <p><b><u>Outputs:</u></b></p> <p>_____ # of caregivers enrolled in the Institute</p> <p>_____ # of Institute caregivers providing care for one year</p> <p>_____ # of caregivers responding to the customer survey question regarding services having a positive impact on their ability to provide care</p> <p>_____ # of respondents reporting a positive impact.</p> <p><b><u>Other Outputs:</u></b></p> <p>_____ # of DC Caregivers' Institute slots</p> <p><b><u>Demand:</u></b></p> <p>_____ # of requests for Caregiver Institute slots</p> <p>_____ # of requests for caregiver services</p>	
Responsible Person		
FY 2004 Budget (Office on Aging share only)		

**Target Results:** The target results are what the Caregiver Program is working to achieve during the fiscal year.

**Actual Results:** The actual results are what the grantee achieved during the fiscal year based on actual client statistics.

**Measurement Tools:** The measurement tools are the service longevity spreadsheet used by the Caregiver Program to determine the length of time the caregiver provided care and the customer survey. The customer survey ***must include a common question pertaining to the impact the services had on the ability of the caregiver to provide care.*** Caregivers who stop providing care ***temporarily*** may be counted as providing care for the year.

**Outputs:** Outputs are the statistics the grantee records to determine whether the target results have been met.

**Demand:** Demand represents the number of people requesting the service regardless of whether they were served.

**Responsible Person:** The name and title of the person or people responsible for ensuring that the target results are met.

**FY 2004 Budget:** The amount of Office on Aging funds budgeted for the services comprising this activity.

**DC OFFICE ON AGING  
SENIOR SERVICE NETWORK**

**Performance Goals and Outcome Measures  
for Health Promotion and Wellness  
FY 2004**

<b>PROGRAM</b>	<b>COMMUNITY-BASED SUPPORT</b>
<b>Activity</b>	<b>Health Promotion and Wellness</b>
Activity Purpose Statement	The purpose of the health promotion and wellness activity is to provide physical fitness, health screenings, and wellness information to Washingtonians 60 years of age or older so they can increase their awareness of and adopt healthy behaviors.
Services that Comprise the Activity	Wellness ( including fitness classes, health screening, health and nutrition information sessions) Health Promotion (including UDC Bodywise)
Activity Performance Measures	<p><b>Target Results:</b> <span style="float: right;"><b>Actual</b></span></p> <p><b>Results</b></p> <p>10% of Wellness Center participants will improve their healthstyle score by adopting one or more healthy habits. <span style="float: right;">_____%</span></p> <p>5% of health promotion participants will report that health promotion activities increased their awareness of healthy behaviors and led them to adopt one or more healthy habits. <span style="float: right;">_____%</span></p> <p><u>Measurement Tools:</u>  <b>Wellness Center Participants - Healthstyle: A Self Test for Seniors, or equivalent health lifestyle tool, that scores a participant's overall lifestyle health habits.</b>  <b>Health Promotion Participants – Customer Survey</b></p> <p><b>Outputs:</b></p> <p>_____# of Wellness Center participants reassessed for healthstyle habits</p> <p>_____# of Wellness Center participants whose healthstyle scores improved upon reassessment (by one or more points)</p> <p>_____# of health promotion participants responding to customer survey</p> <p>_____# of health promotion respondents reporting an increase in their awareness of and practice of healthy habits.</p>
Responsible Person	
FY 2004 Budget	

(Office on Aging share only)	
------------------------------	--

**Target Results:** The target results are what the Health Promotion and Wellness Program is working to achieve during the fiscal year. The percentages linked to the target results are the same for all grantees operating Wellness Centers and providing health promotion services.

**Actual Results:** The actual results are what the grantee achieved during the fiscal year based on actual client statistics.

**Measurement Tools:** The measurement tools are the *Healthstyle: A Self Test for Seniors*, or equivalent health lifestyle assessment tool, used by the Wellness Centers to determine the health habits of participants and the customer survey. Wellness Center participants are to be reassessed at six month intervals. The customer survey must ***include a common question regarding whether a client's participation in the program increased their awareness of healthy behaviors which led them to adopt one or more healthy habits.***

**Outputs:** Outputs are the statistics the grantee records to determine whether the target results have been met.

**Responsible Person:** The name and title of the person or people responsible for ensuring that the target results are met.

**FY 2004 Budget:** The amount of Office on Aging funds budgeted for the services comprising this activity.

**D.C. OFFICE ON AGING  
SENIOR SERVICE NETWORK**

**Performance Goals and Outcome Measures  
for Community Services  
FY 2004**

<b>PROGRAM</b>	<b>COMMUNITY -BASED SUPPORT</b>
<b>Activity</b>	<b>Community Services</b>
Activity Purpose Statement	The purpose of providing Community Services to Washingtonians 60 years of age or older is to enable them to maintain an active and independent life style.
Services that Comprise the Activity	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Counseling (includes Health Insurance Counseling Project)  Transportation (to sites and activities)  Recreation </div> <div style="width: 45%;"> Community Nutrition:  Congregate Meals  weekday and weekend)  Nutrition Education  Nutrition Counseling </div> </div>

Activity Performance Measures	<p><b>Target Results:</b></p> <p>10% of seniors who receive community services will report that they were able to maintain active and independent life styles. _____%</p> <p>10% of clients receiving health insurance counseling will report that their concerns were addressed. <b>(HEALTH INSURANCE COUNSELING PROJECT ONLY)</b> _____%</p> <p>5% of seniors identified as being at high nutritional risk will experience an improvement in their nutritional status based on an improved nutritional risk score. <b>(LEAD AGENCIES ONLY)</b> _____%</p> <p><u>Measurement Tools:</u> <b>Customer Survey and Nutrition Screening Form</b></p> <p><b>Outputs:</b>          ____ # of community service clients responding to customer survey question regarding their ability to maintain an active and independent lifestyle.          ____ # of community service clients who report an active and independent life style</p> <p><b>Outputs: (HEALTH INSURANCE COUNSELING PROJECT ONLY)</b>          ____ # of health insurance counseling clients responding to customer survey question regarding their concerns being addressed.          ____ # of health insurance counseling clients who report their concerns were addressed.</p> <p><b>Outputs: (LEAD AGENCIES ONLY)</b>          ____ # of high risk participants who received follow-up screening for nutritional risk          ____ # of high risk participants whose nutritional risk scores improved upon follow-up screening (by one or more points)</p>
Responsible Person	
FY 2004 Budget (Office on Aging share only)	

**Target Results:** The target results are what the Community Nutrition, Recreation/Socialization, Counseling and Transportation to Sites service providers are

working to achieve during the fiscal year. The percentages linked to the target results for Community Services are the same for all grantees providing these services.

**Actual Results:** The actual results are what the grantee achieved during the fiscal year based on actual client statistics.

**Measurement Tools:** The measurement tools are the customer survey and the Nutrition Screening Form.

**Outputs:** Outputs are the statistics the grantee records to determine whether the target results have been met.

**Responsible Person:** The name and title of the person or people responsible for ensuring that the target results are met.

**FY 2004 Budget:** The amount of Office on Aging funds budgeted for the services comprising this activity.

**D.C. OFFICE ON AGING  
SENIOR SERVICE NETWORK  
Performance Goals and Outcome Measures  
for Literacy and Training  
FY 2004**

<b>PROGRAM</b>	CONSUMER INFORMATION, ASSISTANCE AND OUTREACH
<b>Activity</b>	<b>Training and Education</b>
Activity Purpose Statement	The purpose of providing training and education to seniors, service providers, and the general public is to increase knowledge, skills and competency in areas of benefit to seniors.
Services that Comprise the Activity	Literacy Classes Training Classes
Activity Performance Measures	<p><b><u>Target Results:</u></b> 20% of the students/training session participants will report that the classes/sessions enhanced their knowledge and/or increased their skills in areas benefiting seniors.</p> <p><b><u>Actual Results</u></b> _____%</p> <p><b><u>Measurement Tool:</u></b> Training Evaluation</p> <p><b><u>Outputs:</u></b>          ____ # of students/trainees responding to the training evaluation question regarding enhanced knowledge and/or improved skills.          ____ # of respondents who report enhanced knowledge and/or increased skills.</p> <p><b><u>Other Outputs:</u></b>          ____ # of training or literacy sessions.          ____ # of people trained.</p> <p><b><u>Demand:</u></b>          ____ # of people seeking training</p>
Responsible Person	
FY 2004 Budget (Office on Aging share only)	

**Target Result:** The target result is what the Literacy and Training providers are working to achieve during the fiscal year. The percentages linked to the target results for Literacy and Training are the same for all grantee providing these services.



**Actual Results:** The actual results are what the grantee achieved during the fiscal year based on actual client statistics.

**Measurement Tool:** The measurement tool is the training evaluation ***that contains a common question regarding whether the class or session increased the knowledge***, skills and/or competencies of the student/trainee.

**Outputs:** Outputs are the statistics the grantee records to determine whether the target results have been met.

**Demand:** Demand represents the number of people requesting the service regardless of whether they were served.

**Responsible Person:** The name and title of the person or people responsible for ensuring that the target results are met.

**FY 2004 Budget:** The amount of Office on Aging funds budgeted for the services comprising this activity.



**Office on Aging  
Fiscal Year 2004 Lead Agency Competitive Grant Program**

THE D.C. OFFICE ON AGING IS IN RECEIPT OF A GRANT APPLICATION FROM:

---

**(Organization Name)**

---

**(Address, City, State, Zip Code)**

---

**(Program Title)**

---

**Contact Person**

---

**Telephone/Fax**

---

**E-mail**

**D.C. Office on Aging Use, ONLY**

**Proposal Received on \_\_\_\_\_, 2003**

**Time Received: \_\_\_\_\_**

**Copies Received: Original \_\_\_\_\_ Copies \_\_\_\_\_**

**Received by: \_\_\_\_\_**

